



**UNITED STATES CONSULATE GENERAL
RIO DE JANEIRO, BRAZIL**

Management Notice No. 12-054

April 19, 2012

TO: *ALL POST PERSONNEL*

FROM: *MGMT OFFICER, PATTI HOFFMAN*

SUBJECT: *POSITION VACANCY – PROFESSIONAL ADJUDICATION SPECIALIST*

OPEN TO: **US Citizen Eligible Family Members (USEFMs) – All agencies**

POSITION: Professional Adjudication Specialist, FP-5

OPENING DATE: Thursday, April 19, 2012

CLOSING DATE: Monday, May 7, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: U.S.E.F.M. – US\$50,043
(Starting salary) (Position Grade: FP-5)

The U.S. Consulate General in Rio de Janeiro is seeking an individual for the position of Professional Adjudication Specialist in the Consular Section.

BASIC FUNCTION OF POSITION

The incumbent serves as a Professional Adjudication Specialist, providing visa (and/or passport services dependent on post need) services under the supervision of the consular section chief or sub-unit chief. The incumbent conducts interviews with visa (and/or passport) applicants and makes appropriate decisions with regard to eligibility. Other pre- and or post-interview processing responsibilities may be required as needed, to include biometric collection.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 55 21 3823-2608.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of high school and attendance at an accredited college or university for at least one semester, earning at least 11 credit hours as part of a degree program is required.
2. Successful completion of FSI's PC 530, the Basic Consular Course, within the past five years, or employment as a designated consular associate for at least 12 consecutive months within the past five years is required.
3. Portuguese Language requirement: Level 3/3 in Written and Spoken Portuguese is required. *Current FSI scores are required.*
4. English Language Requirement: Level IV Speaking/Reading/Writing English is required for appointment to the position. Applicants will be required to demonstrate written language proficiency by completing a writing sample, proctored by an official US direct hire. A passing score on the Expanded Professional Associate Program writing assessment OR placement on the Foreign Service generalists register will also be accepted.
5. Possession of at least a secret level clearance is required in order to be appointed to the position. However, application for a PAS position can be considered in advance of receipt of the security clearance. An interim clearance is sufficient while the clearance application is being considered.

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Currently employed Appointment Eligible Family Members hired under a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
2. Post HR conducts the initial eligibility and qualifications review of applications. HR forwards only the applications meeting the qualifications listed above to the Bureau of Consular Affairs Executive Office for consideration.
3. Management also considers nepotism/conflict of interest in determining a successful candidacy.
4. CA/EX reviews all qualified applications, including writing sample submissions, and when feasible, incorporates comments from applicant interviews with post consular section chief and/or CA/EX staff. CA/EX makes the final hiring decision and relays the decision to post HRO. Post HR requests the FMA appointment to the regional Family Member Employment Coordinator.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Application for US Federal Employment (SF-171)
2. **Candidates who claim US veteran's preference must provide a copy of their form DD-214 with their application.**
3. Evidence of PC-530 completion or requisite employment as a designated consular associate.
4. Any other documentation (FSI language testing scores, certificates, awards, copies of degrees earned) that address the qualifications listed above.

SUBMIT APPLICATION TO

Email: riorecruitment@state.gov

(with vacancy title: Professional Adjudication Specialist)

POINT OF CONTACT

Human Resources Office – Ana-Maria Miranda

Address: Av. Pres. Wilson, 147

Castelo, Rio de Janeiro, RJ – Brazil

20030-020

CLOSING DATE FOR THIS POSITION: May 7, 2012

The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

HR/amcm

Clear: CONS/PMIn